

City of Norfolk
Building Construction Services Division Policy
Admin-03-001

Temporary Certificate of Occupancy

The Temporary Certificate of Occupancy is permitted under the authority of the Uniform Statewide Building Code (USBC) of Virginia. Section 119.2 of that code states, in part: *Upon request of the permit holder, a temporary certificate of occupancy may be issued before the completion of the entire work covered by the permit provided that such portion or portions may be occupied safely prior to full completion of the structure without endangering life or public welfare.*

This Temporary Certificate of Occupancy applies to all occupancy classifications including single family residences, and must be requested in writing by the owner of the property through a permit application. If approved, an owner will be permitted to make use of any specific portion or all of their facility for a 30 day period while completing the remaining construction work, (if additional temporary occupancy is needed beyond the first 30 days, an additional \$600 will be required per 30 day period). Because of the nature of construction, and the need to begin business as early as possible, the Code Official of the City of Norfolk will continue to authorize a Temporary Certificate of Occupancy on a case-by-case basis, using the following standards:

- All construction activity will be completed in the immediate vicinity of the area proposed for occupancy including activity overhead and access to and egress from the area. All construction activity above ingress and egress must be complete.
- All life safety aspects of construction are complete in the immediate vicinity of the area proposed for occupancy such as fire protection, fire prevention, fire alarms, means of egress, emergency lighting, emergency vehicle access and similar safety features.
- Electrical work must be complete or at the very least, covered in the immediate vicinity of the area proposed for occupancy.
- Sanitary facilities are complete in the immediate vicinity of the area proposed for occupancy.
- Heating and cooling facilities are complete in the immediate vicinity of the area proposed for occupancy.
- There is an accessible path of travel to every area proposed for occupancy.
- A \$600 fee is submitted to the Building Construction Services Division for each request for a Temporary Certificate of Occupancy.
 - Except unusual circumstances deemed by the Code Official.
 - Multi-unit buildings such as apartments or office space with separate addresses or permit numbers will be regarded as a single project for the purposes of a Temporary Certificate of Occupancy.